

# AGENDA



CHINO HILLS COMMUNITY FOUNDATION  
GENERAL MEETING  
MONDAY, JANUARY 10, 2022

4:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

CITY HALL, CITY COUNCIL CHAMBERS  
14000 CITY CENTER DRIVE., CHINO HILLS, CALIFORNIA

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the Chino Hills Community Foundation Board makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the Board subsequent to the posting of the agenda. The Board Secretary has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the City of Chino Hills Community Services Department, and on the Board's website at [www.chinohillsfoundation.org/chcf-board](http://www.chinohillsfoundation.org/chcf-board). Materials related to an item on this Agenda submitted to the Chino Hills Community Foundation Board after distribution of the agenda packet are available for public inspection in the Chino Hills Community Services Department at 14000 City Center Drive, Chino Hills, CA during normal business hours.

Speaker Cards - Those persons wishing to address the Chino Hills Community Foundation Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form available at the entrance to the Chino Hills Community Room. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide personal information in order to speak, except to the extent necessary for the Foundation Secretary to call upon you.** Comments will be limited to three minutes per speaker.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Chino Hills Community Foundation, please contact the Chino Hills Community Services Department, (909) 364-2712, at least 48 hours prior to the meeting to enable the Board to make reasonable arrangements.

**PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COUNCIL IS IN SESSION. Thank you.**

## FOUNDATION BOARD MEMBERS

PETER J. ROGERS, CHAIR  
CYNTHIA MORAN, VICE CHAIR  
MARY FAULHABER, SECRETARY  
PETER PIRRITANO, TREASURER

AIMEE HOLLIDAY DAVIS  
DARRIN LEE  
DENISE CATTERN  
SAMANTHA JAMES-PEREZ

BILL HUGHES  
DARRYLL GOODMAN  
GLEN ANDERSON  
SPENCER BOGNER

DAN CAPENER  
DAVID KRAMER  
KATHLEEN SMITH  
SYLVIA NASH

## **4:00 P.M. – CALL TO ORDER/ROLL CALL**

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

1. INTRODUCTION OF NEW BOARD MEMBER
2. **PUBLIC COMMENTS:** At this time members of the public may address the Board Members regarding any items within the subject jurisdiction of the Board – Individual audience participation is limited to three minutes per speaker. Please complete and submit a speaker card to the Foundation Secretary.

## **FOUNDATION DEPARTMENT BUSINESS**

**CONSENT CALENDAR (4 ITEMS)** – *All matters listed on the Consent Calendar are considered routine by the Foundation Board and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Foundation Board votes on the motion to adopt, Members of the Foundation Board or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

3. Approve November 8, 2021, Foundation Meeting Minutes.
4. Receive and file Preliminary Financial Report as of December 31, 2021.
5. Approve board meeting date change from July 11, 2022, to July 19, 2022.
6. Approve board member shirt with foundation logo guidelines.

**DISCUSSION CALENDAR** – *This portion of the Foundation Agenda is for all matters where staff and public participation is anticipated. Please complete and submit a speaker card to the Foundation Secretary. Individual audience participation is limited to three minutes.*

7. Discuss conducting teleconferenced public meetings
8. Discuss 2022 Spring Home Tour.
9. Discuss 2022 calendar.
10. Discuss art shows at the Community Center.
11. Discuss Endowment Fund investment options.
12. Discuss future funding projects.

## **COMMITTEE REPORTS**

### **Chair Rogers**

- Executive Committee
- Board Development Committee

### **Treasurer Peter Pirritano**

- Finance & Investment Committee
- Fund Development Committee

Board Member Darrin Lee

- Public Affairs Committee
  - Street banner(s)
  - Branding photos with logo

Board Member Glen Anderson

- Strategic Committee
  - Charitable Giving Program
  - Chino Hills Music & Arts Festival

Secretary Mary Faulhaber

- Volunteer Committee

**BOARD COMMENTS**

**ADJOURNMENT**

# **MINUTES**

## **CHINO HILLS COMMUNITY FOUNDATION**

November 8, 2021  
REGULAR MEETING

CHINO HILLS, CALIFORNIA

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:03 p.m.

### **ROLL CALL**

PRESENT: BOARD MEMBERS: PETER ROGERS  
GLEN ANDERSON  
SPENCER BOGNER  
DAN CAPENER  
DARRYLL GOODMAN  
SAMANTHA JAMES-PEREZ  
DAVID KRAMER

ABSENT: BOARD MEMBERS: MARY FAULHABER  
AIMEE HOLLIDAY DAVIS  
BILL HUGHES  
DARRIN LEE  
CYNTHIA MORAN  
SYLVIA NASH  
PETER PIRRITANO  
KATHLEEN SMITH

ALSO PRESENT: JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR  
MELISSA ARMIT, SR. COMMUNITY SERVICES SUPERVISOR  
ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
MARLENE SIU, FOUNDATION SECRETARY

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

Board Chair Peter Rogers led the Assembly for the Pledge of Allegiance.

### **PRESENTATIONS**

### **PUBLIC COMMENTS**

None.

### **FOUNDATION DEPARTMENT BUSINESS**

### **CONSENT CALENDAR**

Board Chair Rogers announced the Consent Calendar and pulled each item for discussion individually.

### **MINUTES**

Board Chair Rogers made a motion to approve the amended July 12, 2021, and the September 13, 2021, Chino Hills Community Foundation Meeting Minutes, as presented, seconded by Board Member Darryll Goodman, the motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER  
GOODMAN, JAMES-PEREZ, KRAMER.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: FAULHABER, HOLLIDAY DAVIS, HUGHES, LEE,  
MORAN, NASH, PIRRITANO, SMITH.

### **INVESTMENT REPORT**

The Board members received and filed the Quarterly Investment Report as of June 30, 2021, as presented.

### **FINANCIAL REPORT**

The Board members received and filed the Preliminary Financial Report as of August 31, 2021, as presented. Board Member Goodman asked the dollar amount of the Brighton temporarily restricted funds as it was not shown on the staff report. The amount (\$2,067) was reflected on the Statement of Activities, but Senior Management Analyst Alma Hernandez commented that it would be added to the staff report in the future.

### **AUDIT REPORT**

The Board members received the FY 20-21 Audit Report. Board Member Samantha James-Perez moved to approve the Audit report, seconded by Board Member Glen Anderson, and the motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER  
GOODMAN, JAMES-PEREZ, KRAMER.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: FAULHABER, HOLLIDAY DAVIS, HUGHES, LEE,  
MORAN, NASH, PIRRITANO, SMITH.

### **APPROVE NEW BOARD MEMBER**

Board Chair Rogers announced Denise Cattern as the potential new Board Member for the Chino Hills Community Foundation. Board Member James-Perez moved to approve Denise Cattern as the new member and seconded by Board Member Spencer Bogner.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER  
GOODMAN, JAMES-PEREZ, KRAMER.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: FAULHABER, HOLLIDAY DAVIS, HUGHES, LEE,  
MORAN, NASH, PIRRITANO, SMITH.

**APPROVE BUDGET AMENDMENT FOR WINE WALK AND TRANSFER TO  
ENDOWMENT FUND**

Board Chair Rogers initiated discussion to approve the budget amendment and transfer to the endowment fund. Board Member Bogner added to the discussion, specifically expanding on the investment of the endowment funds. His concern was that the 0.2% return reported on the Quarterly Investment Report, is being lost to 5% inflation. The Foundation's investment options are limited as the Investment Policy is the same as the City's per the bylaws. Senior Management Analyst Alma Hernandez asked if the Finance and Investment Committee would like to meet with the Investment Trustee, which is the City's Finance Director, to discuss the board's investment options. Board Chair Rogers agreed to scheduling a meeting with the Finance Director to separate from the City's investment's policy. He mentioned having a discussion with the Kramer family to receive direction on, as well as research, potential investment options for the Foundation. Board Chair Rogers requests a future agenda item to begin the process by first amending the bylaws, then discuss who will manage the investment.

Board Member Bogner moved to approve the transfer to the endowment fund, and Board member James-Perez seconds.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER  
GOODMAN, JAMES-PEREZ, KRAMER.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: FAULHABER, HOLLIDAY DAVIS, HUGHES, LEE,  
MORAN, NASH, PIRRITANO, SMITH.

**DISCUSSION CALENDAR**

**DESIGNATE A MEMBER OF THE chARTS COMMITTEE TO SERVE ON THE CITY OF  
CHINO HILLS FLAG SELECTION COMMITTEE**

Board Chair Rogers explained to the board members that Mayor Brian Johsz suggested a redesign of the City Flag. The City Council voted to nominate a member of the Parks and Recreation Commission, as well as a member of Chino Hills Arts Committee, to serve as voting members of the Flag Redesign Committee. Board Member Rogers moved to nominate Sharon Stuewe as the chARTs representative, and Board Member Anderson seconded.

Motion carried as follows:

AYES: BOARD MEMBERS: ROGERS, ANDERSON, BOGNER, CAPENER  
GOODMAN, JAMES-PEREZ, KRAMER.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: FAULHABER, HOLLIDAY DAVIS, HUGHES, LEE,  
MORAN, NASH, PIRRITANO, SMITH.

### **DISCUSS CANVAS SIGN FOR USE**

Board Chair Rogers discussed with the Board the opportunity to utilize the banner location in front of The Shoppes at Chino Hills. He mentioned Board Secretary Mary Faulhaber will oversee this project. The banner would be designed by City staff and created to advertise the Foundation. It would be used as a placeholder in between event advertising, in hopes of creating additional representation for the Foundation. Board Chair Rogers noted that when Board Secretary Faulhaber returns to a future meeting, the discussion to proceed with the project will continue. Board Member David Kramer suggested adding a short phrase, somewhat of a mission statement or slogan, as part of the banner to assist in drawing attention from the community.

### **DISCUSS DATES FOR THE VOLUNTEER AND DONORS RECEPTION AND REVIEW THREE-YEAR EVENTS PLANNING CALENDAR**

Board Chair Rogers began discussion for the volunteer reception that, in the past, has taken place at the McCoy Equestrian and Recreation Center. The dinner is set for February 7th. He stated the Board is invited to attend as well as assist during the event. The Board also discussed potential dates in March for the donor's reception. Board Chair Rogers noted a location has not yet been decided on for this reception but could take place March 19th or 26th. The Board decided the host would make the final decision as to which date works better for them. The dinner is open to those who have donated \$1,000 or more.

### **WINE WALK RECAP**

Board Chair Rogers mentioned the success of the Wine Walk this year. The total tickets sold were 1,300. Board Chair Rogers stated approximately \$123,000 was generated from the event and noted it was the largest fundraiser in the City. He added Vineyard Boulevard was a success, and perhaps adding additional lighting next year. He mentioned possibly adding a second general admission check-in location, near Jos. A. Bank. He concluded

overall that the feedback was positive, but that volunteer check-in and VIP check-in could use improvement.

Board Member Anderson commended City Staff, as well as the Shoppes staff, and noted the overall communication between staff was a key to the success of the event. Board Chair Rogers mentioned not as many stores were able to participate, but hopefully this will change in the next year.

Board Member Kramer suggested gifting Wine Walk participants an invitation, along with a type of incentive, to return to The Shoppes within 48 hours to continue building on the exposure for the businesses. He added re-naming The Shoppes as “Downtown Chino Hills”. Board Member Anderson agreed and elaborated that branding it as so, could attract additional shops and events to the location.

Board Chair Rogers requested additional promotion of the Wine Walk event in the future, by Board Members, such as increasing social media posts. He suggested raising the cost of VIP tickets, Board Member Goodman agrees, and Board Member Bogner suggested \$95, keeping it under \$100, as to not affect the appeal.

Board Member Anderson commented that adding more bottles of wine to the wine pull, because they went through all the available wine in an hour. He stated at the end lots of attendees had to be turned away.

## **COMMITTEE REPORTS**

### **Chair Peter Rogers**

- **BOARD DEVELOPMENT COMMITTEE**

Chair Rogers informed Board Members that the Board Development Committee has not met recently, but he provided Denise Cattern’s bio to the Committee to review before the board meeting. Since board member Darrin Lee was not present, Board Chair Rogers provided an example of a blue for future board shirts. Senior Management Analyst Hernandez mentioned shirts will be on the agenda for discussion at the meeting in January. Board Member James-Perez added that the female members of the Board decided on a style, from Company Casuals. Senior Management Analyst Hernandez added that each member should review the catalog options and provide a style to Board Member Darrin Lee, so the Board can vote on a style at the January meeting.

- **VOLUNTEER COMMITTEE**

Since board member Mary Faulhaber was not present, Board Chair Rogers noted that a Wine Walk recap and thank you was sent to the volunteers. Board Chair Goodman commended Board Secretary Faulhaber on her work with the volunteers.



**Board Member Glen Anderson**

- **STRATEGIC COMMITTEE**

Board Member Anderson Chair mentioned adding a Donate button on the Foundation's website as part of the Charitable Giving Program. Senior Management Analyst Hernandez stated that wording or content would need to be provided by the Foundation to add the update on the website. He updated the committee on the resident who came to the Foundation regarding a statuary for the City. He spoke with the City of Brea and City of Upland regarding the process. He stated the Foundation could work with the City, to acquire statuary and place it somewhere in the City. He mentioned McCoy and The Shoppes as examples of locations where they could be placed. He announced that a committee for the Music and Arts Festival was established. Board Chair Rogers requested additional discussion with Board Member Anderson regarding the festival before proceeding.

**BOARD COMMENTS**

**James-Perez:** Board Member James-Perez congratulated Board Member Kramer on his award as Citizen of the Year of the Chino Valley and commented that she lamented unable to attend, as the Wine Walk was a great success.

**Goodman:** Board Member Goodman thanked staff on their hard work, set-up and clean-up for coordinating the Wine Walk.

**Kramer:** Board Member Kramer discussed the rich history of Chino Hills and the mural of Don Lugo, then suggested a mural specific to Chino Hills to represent the history of the City, and noted it should read, "Donated by the Chino Hills Community Foundation" at the bottom. He also added that he went to the City of La Mirada for a play, and suggested a play or creative arts center, in hopes to attract residents to the "downtown" area after possibly attending such events.

**Anderson:** Board Member Anderson commented Sharon Stuewe would be a great artist to create a mural for the City.

**Goodman:** Board Member Goodman mentioned he might have space available in The Shoppes for a mural.

**Anderson:** Board Member Anderson asked about the status of the input of the marquee, and Supervisor Melissa Armit stated it will be installed Winter 2022, at the latest. He also asked about the military monument flagpole installation, and Supervisor Armit stated the flag will be raised at the Salute to Service Event, Wednesday, November 10th.

**ADJOURNMENT**

Board Chair Rogers adjourned the meeting at 5:17 p.m.

Respectfully submitted by:

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Marlene Siu, Administrative Assistant II  
Community Services Department, City of Chino Hills

Signed by:

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Mary Faulhaber, Board Secretary  
Chino Hills Community Foundation

# STAFF REPORT

TO: BOARD MEMBERS DATE: JANUARY 10, 2022

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR ITEM NO.: 4

SUBJECT: FINANCIAL REPORT

RECOMMENDATION:

Receive and file the Preliminary Financial Report as of December 31, 2021.

**BACKGROUND/ANALYSIS:**

The Financial Report as of December 31, 2021, is attached for your review. The purpose of the Financial Report is to inform the Board about the financial progress of the Foundation in meeting its service mission. The information includes the budgetary information for the Foundation's annual financial plan as well as the actual resources received and the use of these resources in fulfilling the financial plan.

Unrestricted Funds:

These funds are donations that are available to use for any purpose. These funds may go towards operating expenses or to a particular project. Unrestricted balance as of December 31, 2021, is \$358,194.

Temporarily Restricted:

These funds are donations which the donor has designated or restricted the use to a particular purpose or project.

- A. Chino Hills Community Center Fund – The board designated the funds collected from the Buy-A-Brick program to be used for enhancements to the Community Center. The board, at the March 2016 meeting, approved a donation of \$10,000; at the September 2019 meeting, an additional \$6,700 was approved.
- B. Brighton – Brighton Collectibles designated these funds to only be used for Children’s Art programs. The balance as of December 31, 2021 is \$2,067.
- C. Cultural Arts Committee – The board designated the funds raised from certain “cultural” events be used for the purpose of organizing more events with the same purpose.

- D. The Howard and Nikki Applebaum Foundation – In December 2019, the Applebaum Foundation donated \$3,000 for special needs programs.
- E. The California Community Foundation (“in memory of Gloria and Jack Kramer”), which usually donates to the Endowment Fund, this year, donated \$5,000 towards the scholarship program.
- F. Inclusive Playground at Crossroads Park – In January 2021, the board approved a donation in the amount of \$100,000 for an inclusive playground at Crossroads Park. The donation included a \$50,000 donation from the H. Applebaum Family Trust. In August 2021, The California Community Foundation (“in memory of Gloria and Jack Kramer” donated \$20,000 towards the project. In December 2021, the H. Applebaum Family Trust donated an additional \$5,000 towards the project.

Permanently Restricted:

The purpose of the Foundation is to establish a permanent endowment fund to assist the government of the City of Chino Hills, hereinafter referred to as the “City,” in improving the cultural, educational and recreational facilities and services for the citizens of the City. A “permanent endowment” is money or property that was originally meant to be held by a charity forever. The permanently restricted balance as of December 31, 2021, is \$165,981.

**CHINO HILLS COMMUNITY FOUNDATION**  
**Statement of Activities**  
**As of December 31, 2021**

			Actuals										
	Adjusted Budget	Amended Budget	Unrestricted	Community Center Fund Temporarily Restricted (A)	Children Art's Programs Temporarily Restricted (B)	Cultural Arts Committee Temporarily Restricted (C)	Special Needs Temporarily Restricted (D)	Scholarship Funds Temporarily Restricted (E)	Inclusive Playground Temporarily Restricted (F)	Endowment Fund Permanently Restricted	Total	Variance	
Operating Revenue:													
Contributions:													
Donations	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,060	\$ 25,060	
Grants			-								\$ -	\$ -	
Special Events	111,900	150,300	141,920			875					142,795	30,895	
Interest Income		-	288								288	288	
Total Operating Revenue	111,900	150,300	142,268	-	-	875	-	-	25,000	-	168,143	56,243	
Operating Expenses:													
Program Services:													
Adopt-A-Family Program	1,245	1,245									-	(1,245)	
Cultural Arts	7,050	7,050									-	(7,050)	
Military Banner Program	7,700	7,700									-	(7,700)	
Summer Day Camps	12,800	12,800									-	(12,800)	
Utility Box Art Program	6,100	6,100									-	(6,100)	
											-	-	
Total Program Expenses	34,895	34,895	-	-	-	-	-	-	-	-	-	(34,895)	
Supporting Services:													
Fundraising	26,400	31,500	27,984			2,736					30,720	(780)	
Administration	12,700	13,650	8,931								8,931	(4,719)	
Total Support Services	39,100	45,150	36,915	-	-	2,736	-	-	-	-	39,651	(5,499)	
Total Operating Expenses	73,995	80,045	36,915	-	-	2,736	-	-	-	-	39,651	(40,394)	
Interfund Transfers:	-	-	(10,000)	-	-	-			-	10,000	-	-	
Changes in Net Assets	\$ 37,905	\$ 70,255	\$ 95,353	\$ -	\$ -	\$ (1,861)	\$ -	\$ -	\$ 25,000	\$ 10,000	\$ 128,492	\$ 96,637	
Net Assets, beginning of the year	557,086	557,086	262,841	7,127	2,067	21,070	3,000	5,000	100,000	155,981	557,086		
Net Assets, end of the year	\$ 594,991	\$ 627,341	\$ 358,194	\$ 7,127	\$ 2,067	\$ 19,209	\$ 3,000	\$ 5,000	\$ 125,000	\$ 165,981	\$ 685,578		

# CHINO HILLS COMMUNITY FOUNDATION

## Statement of Functional Activities

As of December 31, 2021

	PROGRAM SERVICES	Fundraising				Administration	
		2019		2021		General	
		Donations	Wine Walk	Wine Walk	chARTS	Management	Total
Operating Revenues:							
Contributions:							
Sales	\$ -	\$ -	\$ 70,030	\$ 2,420	\$ 72,450	\$ -	\$ 72,450
Donations/Sponsorships	25,050	500	68,000		68,500		93,550
Donations(COVID)					-		-
Grants (CARES Act)					-		-
Advertising					-		-
Other Revenues	10		970	875	1,845		1,855
Interest Income	288				-		288
	<u>25,348</u>	<u>500</u>	<u>139,000</u>	<u>3,295</u>	<u>142,795</u>	<u>-</u>	<u>168,143</u>
Operating expenses:							
Licenses & Permits			51	51	103		103
Memberships							-
Liability Insurance					-	5,289	5,289
Financial Services			480		480	362	843
Computer Services					-	2,378	2,378
Contractual Services				400	400		400
Advertising & Promotion					-		-
Printing Services			3,258		3,258	715	3,972
Postage					-		-
Office Supplies					-	28	28
Special Parts and Supplies			10,277	57	10,334	134	10,468
Concessions					-		-
Administrative Overhead					-		-
Entertainment				2,000	2,000		2,000
Catering and Refreshments				118	118		118
Rentals			13,917	110	14,027		14,027
Taxes					-	25	25
Scholarships, Grants & Awards					-		-
Donations					-		-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,983</u>	<u>\$ 2,736</u>	<u>\$ 30,720</u>	<u>\$ 8,931</u>	<u>\$ 39,651</u>
Changes in Net Assets	<u>\$ 25,348</u>	<u>\$ 500</u>	<u>\$ 111,017</u>	<u>\$ 559</u>	<u>\$ 112,075</u>	<u>\$ (8,931)</u>	<u>\$ 128,492</u>

# STAFF REPORT

TO: BOARD MEMBERS

FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR

SUBJECT: MEETING DATE CHANGE

DATE: JANUARY 10, 2022

ITEM NO.: 5

RECOMMENDATION:

Approve board meeting date change from July 11, 2022, to July 19, 2022.

BACKGROUND/ANALYSIS:

The board usually meets on the second Monday of every other month. Based on that schedule, the July meeting is scheduled to be held on Monday, July 11. The foundation chair has a scheduling conflict. Therefore, he is requesting that the board meeting be rescheduled for the following week on Monday, July 18.



## STAFF REPORT

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TO: BOARD MEMBERS DATE: JANUARY 10, 2022  
FROM: JONATHAN MARSHALL ITEM NO.: 6  
COMMUNITY SERVICES DIRECTOR  
SUBJECT: BOARD MEMBER SHIRTS WITH FOUNDATION LOGO

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### RECOMMENDATION:

Approve guidelines for Foundation board member shirts with Foundation logo.

### BACKGROUND/ANALYSIS:

On May 12, 2021, board member Darrin Lee commented that he wanted to bring more recognition to the foundation. One of his suggestions was the possibility of shirts for board members. This item was added to the July 12, 2021, agenda for discussion. The board agreed that shirts would make board members more visible at events and promote the Foundation. Yet, the board did not come to a consensus on a style of shirt that would satisfy both women and men, the color of the shirt, or the vendor that should be used. On September 13, 2021, the discussion continued with board member Lee suggesting that the shirt could vary in style but had to be any shade of blue ranging from light blue to royal blue. Board members could purchase a shirt from any vendor, including the City's vendor. City staff would then have the shirts embroidered with the Foundation's logo with the City's vendor. The foundation logo would be placed on one side and the other side would include the board member's name and title.

After much discussion, and in an effort to have a more cohesive look and efficient process, City staff, along with board member Lee, are proposing the following:

- Shirts will be ordered from the City's vendor catalog.
- The shirt can be any style as long as it is in the color royal blue (aka "Dodger Blue").
- The left-hand side will be embroidered with the foundation logo.
- The right-hand side will be embroidered with the board members name and "board member" underneath in the same gold font and text as in the logo.
- One shirt per a 12-month period will be at the Foundation's expense.

Attached are the comprehensive guidelines for the board's review and approval.



## **GUIDELINES AND PROCEDURES FOUNDATION LOGO ISSUED SHIRTS**

To improve overall brand awareness and allow for board members to be easily recognizable at special events, the board has approved the following guidelines and procedures for the purchase of shirts with the foundation logo.

Board members will receive a shirt with the Foundation logo upon their appointment to the board. Shirts will be purchased by the Foundation through the City of Chino Hills approved vendor and issued by the Foundation Liaison or Community Services Department Secretary.

Foundation shirts will be embroidered with the Foundation logo on the left-hand side and embroidered on the right-hand side with the board members name and “board member” underneath. Embroidered text shall be in the same gold thread and font as the text in the logo.

Board Members may select any shirt from the approved vendor catalog. Shirts must be in a color closely matching royal blue (aka “Dodger blue”). Selection of shirt style shall be at the discretion of the individual board member

Shirts may be replaced for wear and tear one time per a 12-month period at the expense of the Foundation. Board members may elect to purchase additional apparel at their own expense.

# STAFF REPORT

TO: BOARD MEMBERS DATE: JANUARY 10, 2022

FROM: JONATHAN MARSHALL ITEM NO.: 7  
COMMUNITY SERVICES DIRECTOR

SUBJECT: TELECONFERENCED PUBLIC MEETINGS

RECOMMENDATION:

Provide direction on conducting teleconferenced public meetings.

**BACKGROUND/ANALYSIS:**

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 which allowed local or state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically without violating the open meeting laws during the start of the COVID-19 pandemic. Executive Order N-29-20 expired on September 30, 2021. In its place, the Governor signed AB 361 on September 16, 2021. It is an urgency measure authorizing local legislative bodies, under specified circumstances, to hold teleconference public meetings without complying with many of the Brown Act's traditional protocols for teleconference meetings.

One of the key differences is that the local agency must reconsider circumstances of the state of emergency **every 30** days. The local agency must make the following findings by majority vote to continue using AB 361 exemption to the Brown Act teleconferencing rules:

- a. The legislative body has reconsidered the circumstances of the emergency; and
- b. Either of the following circumstance exist:
  - i) The state of emergency continues to directly impact the ability of members to meet safely in person.
  - ii) State or local officials continue to impose or recommend social distancing measures.

AB 361 amends the Brown Act to allow a local agency to use teleconferencing in any of the following circumstances:

- A. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- B. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- C. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If the legislative body chooses to hold a teleconference meeting pursuant to the AB 361 exception, it must do all the following:

- a. Notice the meeting and post agendas as the Brown Act otherwise requires;
- b. Allow the public to access the meeting and require that the agenda provide an opportunity for the public to address the legislative body directly;
- c. Whenever the local agency provides notice of the teleconference meeting or posts its agenda, it must also give notice of the means by which members of the public may access the meeting and provide public comment;
- d. Identify and include in the agenda an opportunity for all persons to attend via a call-in or an internet-based service option; the legislative body need not provide a physical location for the public to attend or provide comments;
- e. Conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the public;
- f. Stop the meeting until public access is restored in the event of a service disruption that (i) prevents the local agency from broadcasting the meeting to the public using the call-in or internet-based service option, or (ii) is within the local agency's control and prevents the public from submitting public comments. Any actions taken during such a service disruption can be challenged under the Brown Act's existing challenge provisions;
- g. Not require comments be submitted in advance (though may be provided as an option), and provide the opportunity to comment in real time; and
- h. Provide adequate time for public comment, either by establishing a time public comment period or by allowing a reasonable amount of time to comment. If the legislative body uses a third-party website or platform to host the teleconference, and the third-party service requires users to register to participate, the legislative body must provide adequate time during the comment period for users to register

and may not close the registration comment period until the comment period has elapsed.

Staff is requesting direction from the board if they would like staff to proceed with the AB 361 exemption to allow board meetings via teleconference. On occasion, staff have received inquiries from board members about a call in option. If the board decides to proceed with the AB 361 exemption, this item will be placed on the agenda for the next board meeting for formal approval.

CHINO HILLS COMMUNITY FOUNDATION  
THREE YEAR EVENT PLANNING SCHEDULE

\*\*\* Dates should be scheduled at least 6 months in advance \*\*\*

	2022	2023	2024
JANUARY	3 Volunteer Reception - Send Invitations 10 Board Meeting TBD Donor Recognition - Send Invitations	TBD Volunteer Reception - Send Invitations 9 Board Meeting TBD Donor Recognition - Send Invitations	TBD Volunteer Reception - Send Invitations 8 Board Meeting TBD Donor Recognition - Send Invitations
FEBRUARY	7 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale	6 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale	5 Volunteer Recognition TBD Concert Series #1: Tickets on Sale TBD Spring Home Tour Ticket on Sale
MARCH	19 or 26 Donor Recognition 14 Board Meeting 26 Kids Art Exploration TBD Concert Series #1: TBD	TBD Donor Recognition 13 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD	TBD Donor Recognition 11 Board Meeting TBD Kids Art Exploration TBD Concert Series #1: TBD
APRIL	10 Spring Home Tour	TBD Spring Home Tour	TBD Spring Home Tour
MAY	1 Wine Walk Planning Begins 9 Board Meeting TBD Concert Series #2 - TBD 30 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 8 Board Meeting TBD Concert Series #2 - TBD 29 Wine Walk Webpage LIVE TBD Play - TBD	1 Wine Walk Planning Begins 13 Board Meeting TBD Concert Series #2 - TBD 27 Wine Walk Webpage LIVE TBD Play - TBD
JUNE			
JULY	11 Board Meeting	10 Board Meeting	8 Board Meeting
AUGUST	8 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD	7 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD	12 Wine Walk Tickets on Sale TBD Concert Series #3 - TBD
SEPT.	12 Board Meeting	11 Board Meeting	9 Board Meeting
OCT.	8 Chino Hills Wine Walk	14 Chino Hills Wine Walk	12 Chino Hills Wine Walk
NOVEMBER	TBD Concert Series Planning Begins 14 Board Meeting *** Date Due: Donor Recognition 2023 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 13 Board Meeting TBD Date Due: Donor Recognition 2024 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites	TBD Concert Series Planning Begins 11 Board Meeting TBD Date Due: Donor Recognition 2025 TBD Design Volunteer Reception Invites TBD Design Donor Recognition Invites
DECEMBER	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE	TBD Volunteer Reception - Save the Date (email blast) TBD Donor Recognition - Save the Date TBD Concert Series webpage LIVE



## STAFF REPORT

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TO: BOARD MEMBERS DATE: JANUARY 10, 2022  
FROM: JONATHAN MARSHALL  
COMMUNITY SERVICES DIRECTOR ITEM NO.: 11  
SUBJECT: ENDOWMENT FUND INVESTMENT OPTIONS

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### RECOMMENDATION:

Provide direction on Endowment Fund investment options.

### BACKGROUND/ANALYSIS:

At the November 8, 2021, board meeting, as part of the discussion of the Preliminary Financial Report (Agenda Item No. 5) and the Quarterly Investment Report (Agenda Item No. 4), discussion ensued about the Foundation's endowment. As of October 31, 2021, the Endowment Fund (permanently restricted funds) held a balance \$155,981.

An endowment is an investment fund used to create a stream of annual income, with a portion of the returns used for charitable activities, and the balance retained within the endowment and reinvested to help grow the endowment over time. The Chino Hills Community Foundation's endowment is further identified as a "permanent endowment", defined as "money or property originally meant to be held by a charity forever".

The focus of the discussion was regarding earnings on the Endowment Fund. As of September 30, 2021, the Quarterly Investment Report reported a yield of 0.21%. This was compared against the annual inflation estimate at the time of 5.4% (which has since increased to a 6.8% projection [November 2020 to November 2021]), meaning the endowment is effectively losing purchasing power to inflation.

Per the Foundation's Bylaws (Article X, Section 2(b), the Investment Trustee can "invest and reinvest the principal and undistributed income ...in accordance with the City Investment Policy." The City's Investment Policy restricts the vehicles the endowment can take advantage of (see XIV. Authorized Investments, City Investment Policy), while adding requirements that may not align with the Board's budget for advisory services and time horizon.

The issues discussed at the November 8 board meeting include:

	Discussion Item	Board Discussion
1	At its annual growth rate, and assuming a consistently low yield, will the endowment ever grow large enough to meet the Board's intent for it?	The general consensus was that it will not.
2	Is the endowment large enough to warrant professional asset management, which could grow it to a scale large enough to meet the Board's goals?	The general consensus was that it is too small to pay the fees required to create a mutually beneficial situation for both the Board and the asset manager.
3	If the endowment will not ever reach the scale of the Board's intent, should we continue permanently restricting funds in it? Even when we obtain matching donations to the endowment, if we are losing more in purchasing power to inflation, we are actually reducing the overall programming we can provide to the residents of Chino Hills. Could matching donations instead be made to the Board's unrestricted funds, or another type of restricted fund, if the situation was explained to large donors?	This idea seemed plausible.
4	Could the Foundation's bylaws be amended to eliminate the need to comply with the City's Investment Policy requirements? The group acknowledged that while most of the Foundation's assets benefit from the City's Investment Policy, a permanent endowment is a special case with growth targets and an investment horizon that may not align with the prudence a city should generally exercise in its investments.	The consensus was that the Foundation's bylaws could be amended to carve the permanent endowment out of the City's Investment Policy.
5	The question was asked if those present supported further research and discussion regarding: a) the strategy for the permanent endowment, and b) the policies and procedures for accounting controls if the Foundation's bylaws were amended and the endowment was exempted from the City's Investment Policy.	The unanimous response was that this research should be done.

After the board meeting, City Staff discussed the board's desire with the Investment Trustee (the City's Finance Director) and the City Manager. The City Manager directed staff to research how other similar organizations are managing the investments within their endowments.

Based on the information presented, the Finance and Investment Committee is asking for board direction on whether the Finance and Investment Committee should continue strategizing a new direction for the permanent endowment? If yes, what should be the next steps.